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BRETTON WOODS CONFERENCE

	1,167 at 2.00	2,334.00	
	1 at 1.00 (partial payment)	1.00	
	1 at .50 (partial payment)50	
1910	3 at 2.00	6.00	
	2 at 1.00 (partial payment)	2.00	
			3,601.50
	Life memberships—1 at \$25.00 (G. E. Wire).....		25.00
	Trustees of Endowment fund, interest.....		199.55
	Interest on bank balance (Jan. 1 to May 31).....		31.29
	Miscellaneous		1.40
	Sale of Bulletin.....		31.01
			<hr/> \$6,096.84

Payments

Bretton Woods conference.....	\$33.95	
Bookbuying committee	59.60	
Bulletin	118.10	
Executive offices	592.05	
Secretary's office expenses.....	60.27	
Treasurer's expense	21.00	
Bookbinding committee	12.77	
Contingencies	28.20	
Committee on salary statistics	100.00	
		<hr/> \$1,025.94
Balances, June 15, 1909—		
Deposit, Barlett Trust Co., St. Joseph.....	\$4,970.90	
Credit, Miss Browne, Boston.....	100.00	
		<hr/> 5,070.90
		<hr/> \$6,096.84

Budget, 1909

	Appropriations.	Expenditures.
Bulletin, 1909	\$1,750.00	\$118.10
Secretary's office—		
Salary	250.00	
Expense	200.00	60.27
Conference	400.00	33.95
Treasurer's office	150.00	21.00
Committees—		
Travel	35.00	
Bookbinding	50.00	12.77
Bookbuying	100.00	59.60
National education association	25.00	
Administration	25.00	
Salary statistics	350.00	100.00
Contingencies	65.00	28.20
Headquarters	1,350.00	592.05
	<hr/> \$4,750.00	<hr/> \$1,025.94

Respectfully submitted,

PURD B. WRIGHT, Treasurer.

THE PRESIDENT: Unless objection is heard the report will be taken as received, and adopted.

We now come to the reports of committees. The first report is that of the Trustees of the Endowment fund, by Mr. W. W. Appleton. This report has been printed* and distributed among you, and with your permission we shall take it as read, and unless objection is now heard,

shall also take it as adopted.

We shall now hear from the Publishing board.

MR H. E. LEGLER: Mr President: I take it there will be no popular expression of disapproval when I say that the Publishing board has complied with that requirement of the law which says that it shall report in print. I beg leave, therefore, to submit, on behalf of the Publishing board, its report in the form of a pam-

*See Bulletin of the American Library Association, May, 1909, 3:47-49.

phlet which is here in sufficient numbers to satisfy any demands which are likely to arise from those who wish to consult it.

REPORT OF THE PUBLISHING BOARD

From the financial statement hereto appended, as furnished by Mr Gardner M. Jones, Treasurer, the fiscal operations of the A. L. A. Publishing board may be learned in detail. The report shows a comfortable margin for the prosecution of new enterprises, after the completion of those which are now in progress.

Reorganization plans. Much thought and attention have been given by the members of the Board, individually and collectively, during the past year to the prospective reorganization foreshadowed by the proposed new constitution, and by the successive steps taken by the Executive board, with reference to the discontinuance of Headquarters, or their transference from Boston to Chicago. So closely related are all these steps to the work of the Publishing board, that necessarily plans for future development are dependent in a large measure upon the outcome of the Executive board's final conclusions.

As it is doubtful at the time of sending this report to press, whether the plans of the Executive board and those of the Publishing board growing out of them, will have matured in due definite results by the date of the conference, we can deal herein with the progress of events, rather than the completion of arrangements.

It has been apparent to the members of this Board for some time that to administer the trust with greatest efficiency and economy, a thorough reorganization is essential. The work of the Board is twofold in character; one branch involving the usual business relations incident to publishing, and the other the editorial service involved in the securing and preparation of material.

Adequate headquarters are necessary to carry on both branches of this work, but these need not necessarily be combined. For the editorial department, certain libra-

ry and other facilities are indispensable and must be considered in determining location. Another relatively minor, though important consideration affecting such location, is the matter of printing to advantage, both as to quality of work and economy in cost of output. For the business side of the work, the question of location leaves larger latitude, and permits, without difficulty, an arrangement whereby, if the proposed new constitution is affirmed at this conference, the new Executive officer can serve as Secretary for the American Library Association, and in a similar capacity for the Publishing board, with advantage to both. This, under such joint arrangement as may be effected between the Executive board of the Association and the Publishing board, will materially simplify and render more compact and serviceable the entire business organization of the Association. With a view to multiplying the sales of the splendid publications, now available as the result of a quarter century of work by the Publishing board, steps have been taken for the establishment of a sales agency on a percentage basis, that promises to lead to larger net returns as well as to increased sales. This, we hope, will be the result, by taking advantage of the machinery placed at our disposal by the proposed sales agency, both in the matter of distribution and advertising. As soon as the conditions governing this contract are definitely agreed upon, the facts will be reported to the Association.

A. L. A. Booklist. Conforming to the policy outlined in previous reports, the Publishing board has endeavored to strengthen the A. L. A. Booklist in every way possible. Realizing the great usefulness of this tool to the libraries of the United States and Canada, and its growing importance with the tremendous increase in book purchases, it has seemed well to the members of the Board to so direct the future of the work as to concentrate effort in promoting the usefulness of the Booklist, and possibly enlarging its scope. In one of the leaflets issued by the Committee on bookbuying about two years ago, the

fact was extracted from the annual reports of twenty-five municipal public libraries that they had spent in one year the sum of \$522,021.63 for books. No doubt, in the biennium following the date for which this report was made, the book purchases have largely multiplied, not only in the twenty-five cities mentioned, but likewise in approximately 7,000 other localities where there are now public libraries furnishing books for public use. Were authentic data available as to the sum total spent in the purchase of books annually, no doubt the result would be surprising even to those who have kept in touch with the extraordinary development of the public library movement in the last few years. These figures are sufficient, however, to indicate the importance which must be attached to the publication of a periodical like the A. L. A. Booklist, serving as a guide, without suspicion of commercial interests being affiliated with it, in the choice of the books that are being currently issued in such tremendous numbers in this country and abroad. Especially for the thousands of small public libraries whose book committees and librarians have not opportunity for personal examination of the product of the book press, and who must be dependent for the basis of their choice upon those who can speak with authority, the value of the A. L. A. Booklist cannot be overestimated. It must exercise an important influence in the character of the material that is going upon the shelves of the public libraries all over the English-speaking world. It seems very much worth while, therefore, to make the A. L. A. Booklist the nucleus for the editorial service which is now being given in the preparation of tools for the library world. This is especially advisable, in view of the fact that the active work of the Board prior to the establishment of the Booklist led to the publication of such valuable bibliographical tools, serviceable more particularly to the larger libraries, that the needs in this particular field are no longer insistent.

Miss Katherine I. MacDonald, having resigned as editor of the Booklist a year ago, completing two years of valuable service

in this capacity, Miss Elva L. Bascom was chosen to fill the position, and has maintained the high standards set by Miss MacDonald, and by her predecessor, Miss Garland.

Practically eighty per cent of the entire edition of the Booklist is distributed to the libraries of the country through the library commissions; the library members of the American Library Association have also been supplied by arrangements with the Executive board. In order to reach certain conclusions as to additional features to be incorporated in the Booklist, and present ones to be eliminated, the new **editor of the Booklist** solicited suggestions through a questionnaire from those actually using this publication. The information sought covered the following points—

Do you use the cataloging data furnished?

If so, would their omission be a serious loss to you?

Are there any items in the imprint or collation that you would be willing to have omitted?

Would you find a larger number of titles each month more useful?

If so, are you willing to sacrifice the technical information in order to gain the enlarged list?

168 copies of this questionnaire were sent out. 121 of them were sent to libraries chosen by the heads of the state commissions; the remainder to the librarians who aid in choosing books for the Booklist, and to a few others whose opinions the editor knew would be also valuable because of their use of the Booklist. Of the 120 libraries which reported, 84 are small libraries, 36 larger or large ones. Of the small libraries, 53 constantly use the classification numbers, subject headings and Library of Congress numbers and are not willing to have them omitted in order to gain a larger number of titles or fuller notes. Of the other 31, 24 use these aids but would be willing to sacrifice them for a longer list and fuller notes. The remaining 7 do not use the technical aids and voted for more aid in selection. Of the 36 larger libraries, 13 use the technical aids, but only one was unwilling to have

them omitted for the sake of gaining more titles or more note information.

The editor's request that the heads of the commissions answer the questionnaire from their general knowledge of state needs received 14 answers. Six were satisfied with the Booklist and desired no changes. Ten emphasized the value of the technical data and urged that they be retained. Of these, four voted for more titles, three considered the technical data of less importance than a longer list and more information in the notes. The three reports from the remaining state conflicted.

Practically all librarians reporting emphasized the value of making the notes as full a guide as possible to selection, many expressing the opinion that this was the field for the Booklist's greatest usefulness.

There was great diversity in the choice of imprint data. Many of the larger libraries reported that they needed only author, brief title, publisher and price; others wished all items retained. Some find the English publisher and price useful, while the smaller libraries quite generally cut them out. The small libraries as a whole wanted more items of the imprint data, but chose different ones according to their individual possessions in the way of trade publications. The suggestion was general that "illus." was sufficient for all forms of illustrative matter, and this change has been adopted, except with regard to maps.

There were several interesting suggestions. Two libraries wished a classed list of the year's entries; one asked for a "cumulative and subject index." One commission suggested that the Booklist office furnish galley proofs to clip and mount on cards, for various uses; several libraries order extra copies for this purpose. One commission suggested printing the Booklist directly on catalog cards. Another urged adding to the Booklist, each month, a title-a-line list of books examined but not entered. Many libraries asked specially for more titles of fiction and children's books; and two requested more technical and scientific books. A few librarians wished the notes signed, to "establish their value." Two regretted the absence of the E. C. numbers.

A. L. A. Catalog. The most important single publication which is now in contemplation is a supplement to the A. L. A. Catalog, issued through the Library of Congress in 1904, or a possible revision. This is one of the most useful bibliographic aids which has ever been contributed for library work, but many of the books are now out of print; many others have been superseded by books on the same subject, and a revision would be likely to give better balance to some of the classes than was possible with the original publication.

It had been hoped that arrangements might be effected similar to those which obtained when the 1904 edition was issued. It is to be regretted that Dr Putnam, who has done so much to further enterprises of this kind, found it inexpedient to undertake the publication through the Library of Congress, and a similar result followed negotiations with Dr Brown of the Bureau of Education. The duty of seeing the revised edition, or a supplement, through the press, and its distribution to the libraries at as low a cost as possible, therefore devolves upon the Publishing board. In line with the policy of clustering all editorial agencies around the A. L. A. Booklist, as has been explained, steps have been taken to have the preliminary work done, and the editor of the A. L. A. Booklist has been placed in charge thereof.

A. L. A. Catalog rules. The conscientious work of the cataloging committee resulted in the issuance, shortly after the Minnetonka meeting, of the code for large libraries, which was reported a year ago. There has been, as anticipated, a large sale for this long-expected tool, and the work of the members of this committee is fully appreciated. Since this code was published, the committee has been getting into suitable form an abridgment for the use of the smaller libraries. Under recent date, Miss Alice B. Kroegeer reports, as chairman, that progress has been made, and that doubtless the completed manuscript will be ready for the press within a short time.

Guide to reference books. A second enlarged and revised edition of this valu-

able publication was issued last October. Many new titles have been added, and the records of those retained were brought up to date. The index, which is an important part of the book, was correspondingly enlarged, it being practically an analysis of the reference books.

Subject headings. Miss Crawford is still at work on the final preparation of copy and writes that nothing definite can be stated as to date when the manuscript will be completed.

Manual of library economy. As soon as the material can be prepared, probably late in the year, it is contemplated to publish a Manual of library economy. This publication was suggested at a meeting of the directors of several library schools more than a year ago. The object is to issue a volume which will represent the present status of library science; the chapters to be written by librarians who are authorities on the various subjects. It is designed that the topics should be treated in such a manner as were many of the articles in the World's library congress papers of 1893. Special attention will be given the bibliographies to be appended to each chapter. From a tentative outline of chapters prepared by a committee named to have editorial charge of the work—Miss Alice B. Kroeger, Miss Mary W. Plummer, and Mr J. I. Wyer, Jr.—the following list of subjects to be included is taken:

- Order and accessions department.
- Loan department.
- Branches and other distributing agencies.
- Pamphlets, clippings, maps, music.
- Book selection.
- Reference department.
- Classification.
- Commissions, state aid and state agencies.
- Work with the blind.
- College, high and normal school libraries.
- Library service.
- National and governmental libraries.
- State libraries.
- Fixtures, furniture, fittings and supplies.
- Free public libraries.

Catalog.

Shelf department.

Museums, art galleries, lectures in connection with public libraries.

Public documents.

Library training.

Special libraries.

Administration.

Bibliography.

Public library and public schools.

Library work for children.

Legislation.

Buildings.

Binding, rebinding and repairs.

Small library buildings. After a long period of expectant waiting, this book finally made its appearance nine months ago. It has met a long felt want, even though it came long after the period of active library building construction had been under way. Coming, as it did at that time, the editor was enabled to base her suggestions and recommendations upon the experiences of many library boards, and the book has proven of great service, especially in the smaller places, in the planning of library buildings on the most approved lines.

Other publications. In the series of Foreign book lists, the additions include French books, compiled by Prof. Jean Charlemagne Bracq; Norwegian and Danish books, compiled by Mr Arne Kildal; and there will shortly appear Swedish books, compiled by Dr Valfrid Palmgren, of the Royal library of Stockholm. Miss Harriet Stanley, of the Brookline public library, has consented to compile a list of children's books, and this work will be well under way within a short time. In the Tracts series, numbers 1 and 10 have been re-edited and merged, appearing as number 10 of the series. In the Handbook series, No. 4, Aids in book selection, is an enlarged revision by Miss Alice B. Kroeger, of Bulletin No. 1, issued in 1900 by the Pennsylvania free library commission, and compiled by Sarah W. Cattell and Alice B. Kroeger. Mr A. L. Bailey, of Wilmington, has prepared the copy for a manual on bookbinding for small libraries, and the manuscript will shortly be sent to press. Miss Louisa M. Hooper's

Music for public libraries is also in the printer's hands. A number of other publications are in contemplation, but the arrangements have not progressed suffi-

ciently to warrant a detailed report at this time.

Respectfully,
HENRY E. LEGLER, Chairman.

FINANCIAL REPORT SUBMITTED BY MR GARDNER M. JONES, TREASURER

Cash Receipts, 1908.

Balance Jan. 1, 1908.....	\$1,200.60
Trustees of Endowment fund.....	3,000.00
Sales of Publications—	
Accounts receivable	\$6,227.79
Cash sales	1,150.01
	<hr/>
	7,377.80
English edition Catalog rules.....	285.30
Editing A. L. A. Proceedings.....	200.00
Interest on bank deposits.....	26.76
Sundries	50.85
	<hr/>
	\$12,141.31

Payments, 1908

Cost of publications—	
A. L. A. Booklist.....	\$2,545.66
“ Catalog rules	867.47
“ Index	26.45
Boys and girls.....	40.39
Eastman's library buildings.....	29.00
French list	110.86
German list	242.29
Hungarian list	55.58
Industrial arts	24.00
Kroeger Guide (1st ed.).....	17.00
Library tracts	84.37
Norwegian list	6.00
Small library buildings	585.00
Subject headings	1,322.85
	<hr/>
	\$5,957.02
Library Bureau statement (Periodical cards, etc.).....	777.45
General expense	4,120.24
Sundries	165.28
Cash on hand Dec. 31, 1908.....	1,121.32
	<hr/>
	\$12,141.31

Cash Receipts From Jan. 1 to May 31, 1909

Balance Jan. 1, 1909.....	\$1,121.32
Trustees of Endowment fund.....	2,000.00
Sales of publications—	
Accounts receivable	\$3,874.81
Cash sales	671.23
	<hr/>
	4,546.04
Interest on bank deposits.....	22.87
Sundries	18.62
Miss Crawford (Dec. salary returned).....	100.00
	<hr/>
	\$7,808.85

Payments Jan. 1 to May 31, 1909

Cost of publications—	
A. L. A. Booklist.....	\$1,626.70
“ Catalog rules (Interleaved).....	65.25
Kroeger Guide	984.22
Handbook No. 4	74.60
Norwegian list	67.90
	<hr/>
	\$2,849.46
Final payment to Miss Crawford.....	30.06
“ “ Miss Kroeger on Guide (1st edition).....	73.76
Library Bureau statement (Periodical cards).....	543.94
Auditing accounts of 1908.....	25.00
General expense	1,489.17
Cash on hand May 31, 1909.....	2,797.46
	<hr/>
	\$7,808.85